



## **Foreign Affairs Handbook**

### **14 FAH-1 – Department-Wide Personal Property Management Handbook**

**Change Transmittal:** PPM-4

**Date:** July 3, 2006

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#### **14 FAH-1 H-320 RECEIPT AND STORAGE FOR DEPARTMENT AND FIELD OFFICES**

#### **14 FAH-1 H-430 LOANS, CHARGE OUTS, AND TRANSFERS AT DEPARTMENT AND FIELD OFFICES**

#### **14 FAH-1 H-620 INVENTORY REQUIREMENTS FOR DEPARTMENT AND FIELD OFFICES**

#### **14 FAH-1 H-720 DISPOSAL PROCEDURES FOR DEPARTMENT AND FIELD OFFICES**

#### **Changes**

1. The Integrated Logistics Management System's (ILMS) Asset Management application has replaced the Nonexpendable Property Application (NEPA) to track accountable U.S. Government-owned personal

property in domestic bureaus and offices. This change has now been made to the affected and above-listed Personal Property Management Handbook subchapters.

2. **Change transmittal** has replaced the term, transmittal letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic and dark magenta will be removed the next time the material is updated. Only current changes will appear in italic and dark magenta. Italic and dark magenta provide an historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 14 FAH-1 H-320 (issued under CT:PPM-1, 08-11-2004; 13 pages) and replace it with revised 14 FAH-1 H-320 (13 pages).
2. Remove and discard old subchapter 14 FAH-1 H-430 (issued under CT:PPM-2, 07-27-2005; 10 pages) and replace it with revised 14 FAH-1 H-430 (10 pages).
3. Remove and discard old subchapter 14 FAH-1 H-620 (issued under CT:PPM-2, 07-27-2005; 16 pages) and replace it with revised 14 FAH-1 H-620 (16 pages).
4. Remove and discard old subchapter 14 FAH-1 H-720 (issued under CT:PPM-2, 07-27-2005; 5 pages) and replace it with revised 14 FAH-1 H-720 (5 pages).
5. After inserting the handbook in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:PPM-4, and initial.

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2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including nongovernment users (include either fiscal information or payment with request, as appropriate).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

**(A/LM)**